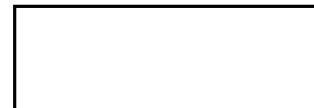


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5 JUN 1961 ILLEGIB



I am forwarding two (2) suggested plans for your Shelf Filing Installation.

Plan Number 1, proposes that the filing equipment be installed against the "right" and back walls of the room. I have attached to this plan the filing profiles which show a suggested arrangement of your material on the shelves. Please note that the shelves would be erected to a height of 86" or 7 shelves high. The top shelf would be reserved for those files which are relatively inactive.

Plan Number 2, uses the front wall as you enter the room and the left wall. To install the same amount of equipment, however, means that units of shelving must be arranged into three file locations as opposed to two in Plan Number 1. In both plans the Center of the room is open for use as a work area.

I suggest that in addition to the document type equipment, that we provide shelf storage for [redacted] and this general type material in the smaller room. Storage equipment and arrangement of the equipment is shown on both plans.

Each "block" on the attached profiles represents one shelf unit with a filing capacity of approximately 3 linear feet. All shelves except that for [redacted] material will have covers because of the dust problem in your area. The suggested arrangement means that all folder tabs should be in the third (right end) position. Numerical folder tabs would then read from left to right with the last three digits of the numbers on the outside nearest to the Aisle. Alphabetically arranged files would also read from left to right with the surnames typed on the tab in the extreme right (nearest to the Aisle) position. We have asked [redacted] Office for listings in order that new labels can be prepared and the folders ordered for you.

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I am also attaching a copy of my memorandum to [redacted] specifying the equipment needed for your installation. After you have reviewed these plans, please let me know of your decision. In the meantime, we will proceed with the requisition for the equipment.

25X1

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Attachment

Floor Plans

Filing Equipment Listing

Suggested Filing Arrangement Profile

Pictures of System Sales - Shelf Filing Equipment

7/5/61



(2 June '61)

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENTS

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